

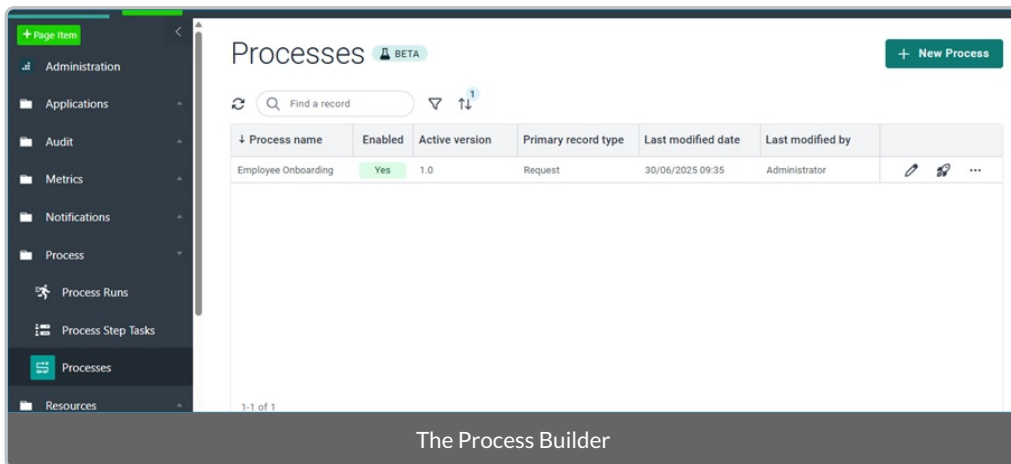
# Creating a Process

Last Modified on 01/05/2026 12:31 pm AEST

The **Process Builder** in ReadiNow is a tool that lets you construct business processes using drag-and-drop components. It enables both simple and complex workflows to be built without code, through stages, blocks, and steps.

To create a new Process:

1. Navigate to the Administration menu and expand the 'Process' menu.
2. Click on 'Processes' to open the Processes report.
3. Click on **+ New Process** button.



When you create a new process the system will begin with a dialogue box which allows configuration of all settings across four screens.

## New process

General

Primary Record

Security

Triggers

Name \*

Vehicle Onboarding

Description (optional)

Application (optional)

Select Application



Enable

Can the process be launched



Allow parallel runs on each record [?](#)

Single - Only one process can run at a time



Cancel

Create process

## Process Properties

Property/Setting

Description

Property/Setting	Description
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### General Tab

**Name** The name you want to give the process

**Description (optional)** Write a brief description about the process

**Application (optional)** What application the process belongs to

**Enable** If enabled then the process can be started

**Allow Parallel Runs on each record** If Single - Only one process can run at a time on a record  
 If Multiple - More than one process can be triggered at the same time on a record

### Primary Record Tab

**Primary record type (optional)** Will the process be linked to a particular record type (object)?  
 Setting this to an object supports the following 2 options.

**Primary record as input** It assumes that you will have an existing record of the type you chose as primary and that it will be used within the process. This is helpful when you want the process to apply over an existing record.  
 Alternatively, you can still select a record that you create within the process as a primary record in any of the Create steps.

**Integrate process status with primary record** Specifies whether or not the action statuses of the process are integrated with the primary record

**Status Integration Field** You can specify a choice field, usually once that has the status values, to be your process status tracker and change statuses as the process progresses from one step to another.

Property/Setting	Description
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### Security Tab

**Can be launched by** (optional)

What user roles may have access to launch it

**Security owner**

Defaults to who created the process and who would have permission to access process resources.

### Triggers Tab

**Triggers**

A list of triggers which have this process assigned to them

A new process is created with a default stage named "Stage 1" and a default block named "Parent block 1".

You can rename the stage and the block. You can also add more stages with "+ Stage" and a new block using "+ Block".

